



Housekeeping Aide

Orchard Manor is recruiting for a Housekeeping Aide. The goal of the Housekeeping Department is to provide Orchard Manor with the best environmental conditions possible with emphasis on health, sanitation, and safety.

Non-benefit position

Guaranteed 16 hours per two-week pay period

Works every other weekend and may be scheduled additional hours throughout the week

Minimum Qualifications

Education: Prefer high school graduate or equivalent

Experience: Prefer experience housekeeping

How to Apply: An [Orchard Manor Employment Application](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. Applications will be accepted at the following address until the position is filled.

HR/Payroll Assistant

Orchard Manor

8800 Hwy 61

Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: Housekeeping Aide

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Housekeeping Supervisor

PAY GRADE: OM C

FLSA: Not Exempt

NATURE OF WORK

The goal of the Housekeeping Department is to provide Orchard Manor with the best environmental conditions possible with emphasis on health, sanitation, and safety.

MINIMUM QUALIFICATIONS

Education:

Prefer high school graduate or equivalent

Experience:

Prefer experience housekeeping

Knowledge, Skills and Abilities:

Must be able to deal effectively with residents and behavioral disruptions

ESSENTIAL FUNCTIONS

Under general direction

RESIDENT ROOMS:

Daily

- A. Dust furniture, windowsills, etc.
- B. Dust mop floor
- C. Wet mop floor
- D. Bathrooms
 1. Empty wastebaskets
 2. Check or replace toilet tissue
 3. Check or replace paper towels
 4. Check soap dispenser
 5. Clean mirror and dispensers
 6. Clean sink
 7. Clean stool
 8. Clean floor
 9. Spray disinfectant as needed
 10. Clean thoroughly behind commode, in corners, and under sinks

Weekly

Move all furniture and clean thoroughly, paying special attention to mop boards, backs of furniture, lights, cubicle tracks, etc.

OFFICES:

Daily

- A. Dust windowsills, pictures, chairs, tables, etc.
- B. Empty waste baskets
- C. Vacuum carpets or cleans floor
- D. Arrange rooms as before

DUTIES AS NEEDED:

- A. Windows, Walls, Mopboards, Curtains, Doors, Wardrobes, & Furniture, Fountains, Handrails, Pictures, Elevators
- B. Report any necessary repairs, e.g., broken light switches, burned out light bulbs
- C. Floors - waxing
- D. Any other duties as assigned by housekeeping supervisor

Rubber gloves and goggles are provided for your safety

SUPERVISION RECEIVED

Supervised by the Housekeeping Supervisor

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS**Strength:**

- 1. Able to squat, bend, twist, kneel and crawl frequently to clean rooms and furniture; able to remain on knees to clean floors and other hard to reach areas
- 2. Able to reach from floor to waist, waist to overhead, frequently for cleaning throughout Orchard Manor
- 3. Able to climb ladder to clean walls & ceiling
- 4. Able to lift or carry 25 to 50 lbs. Able to remove furniture from rooms for cleaning
- 5. Good manual dexterity and manipulation skills to operate floor cleaning equipment
- 6. Able to work with a variety of cleaning chemicals

Mental skills:

- 1. Able to read and understand English to read labels on cleaning products & use correctly
- 2. Able to articulate & understand English to communicate with supervisor & other staff members
- 3. Able to see objects close to read labels & instruction
- 4. Able to follow, complete, and remember daily job tasks, and instructions to perform cleaning duties

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018